



1961

# Filing Procedures

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Some type of system should be adopted as an aid to grammatical analysis. It should be emphasized that in the earlier stages of its application it does not represent an analysis of the language. It is a work file, a means of arranging items and sequences of items of like or apparently similar composition (i.e. verbs, nouns, noun phrases, clauses, etc.) in such a way that the similarities are shown. A maximum flexibility in the handling, sorting, and classification of the data is one requisite of a good system.

Two different systems have been presented during the course. They are a series of charts, and a series of files. A third method, notebook filing, is mentioned in "Dave and Dottie Thomas's Method for Collecting and Arranging Their Language Material in Chrau", 1960 Work Papers of SIL, ND pp 109-112. A fourth method employs IBM punch cards on which all relevant data can be coded.

Each of these systems is a supplement to the field notebook which contains the original data systematically numbered for cross-reference to the analytical system.

The choice of system will depend largely upon the individual and on the type of data. Whichever system the student chooses, his daily analysis should be reflected in the systematic, daily, addition of materials (data) to his charts or files.

Each system should include a systematic lexical file which should include as a minimum all morphemes and multi-morpheme stems.

The following sample file slips, charts, and notebook pages based on problem 116 are merely suggestions. The system should fit the data.

1. A set of files would include:

a) A lexicon dictionary file of morphemes and multi-morpheme stems filed alphabetically (usually on 3 x 5 slips). The general form for one convenient system occurs on p. 70 of Elson-Pickett: Beginning Morphology-Syntax. Specific illustrations are:

ir	noun	'woods'
116.1	pu ir mo in woods big	
-a	occurs with aj. and nouns	object slot marker
116.2.	eža dua rabbit 2	

46.

b) A grammar file of morphemes and multi-morpheme stems filed by morpheme classes (usually on 3x5 slips with dividers identifying the morpheme classes.) Using the same general form suggested under a), the "profile" of the grammar file for part of problem 116 might look like the following:

Verbs	i. roots	prefix
Nouns	root <sub>1</sub>	govt. suf.

All affixes and at least two examples of each division of stem and root classes should be included in the file.

For the 10 day field problem a) and b) could be combined by filing all of the morphemes identified in alphabetical order within the grammatically oriented file.

c) A file of word types (usually on 4x6 slips). The file would include only enough illustrations from each word class to be sure that all possibilities of affix-stem relationships are covered. Specific illustrations include:

noun	nucleus		
116.1	ir	'woods' (in Lx)	
noun	nucleus	govt. marker	
116.2	ež	a	'rabbit 0'
adjective	nucleus	govt. mk.	
116.2	du	a	'two 0'
verb	nucleus		
	ši	kač	'went-hunting

d) A file of phrase types (usually on 4x6 slips). The file would include only enough illustrations to be sure that all possibilities of expansion and all limitations are covered. Specific illustrations include:

n <sub>x</sub>	H	mod.	
S slot 116.8	oko	dio	'he'
	he	the	
l <sub>x</sub>	Intro.	O of Intro.	
	pu	ir	mo
	in	woods	big

e) A file of clause types (usually on 5x8 or 8 1/2x11 slips). <sup>47.</sup> The file would include only enough illustrations to be sure that all possibilities of expansion and all limitations are covered. Specific illustrations on a slightly reduced scale include:

trCl	L	O {-a}	S {-o}	P			
116.8	pu	eč	di	oka	oko	dio	šihit
	in	back	the	him	he	the	shot
	'He shot him in the back.'						

iCl	L		S{-o}		P	
116.1	pu	ir	mo	ano	lao	šikač
	in	woods	big	man	one	went-hunting
	'A man went hunting in a big woods.'					

iCl	S{-o}	P
116.9	ečo    seo	šikeb
	back   the	broke
	'His back broke.'	

2. A set of charts to supplement the minimum lexical file would include:

a) Charts based on the structure of different word classes. Sample charts of this type are found in pp 6,10,11,21,22 in Elson-Pickett: Beginning Morphology-Syntax.

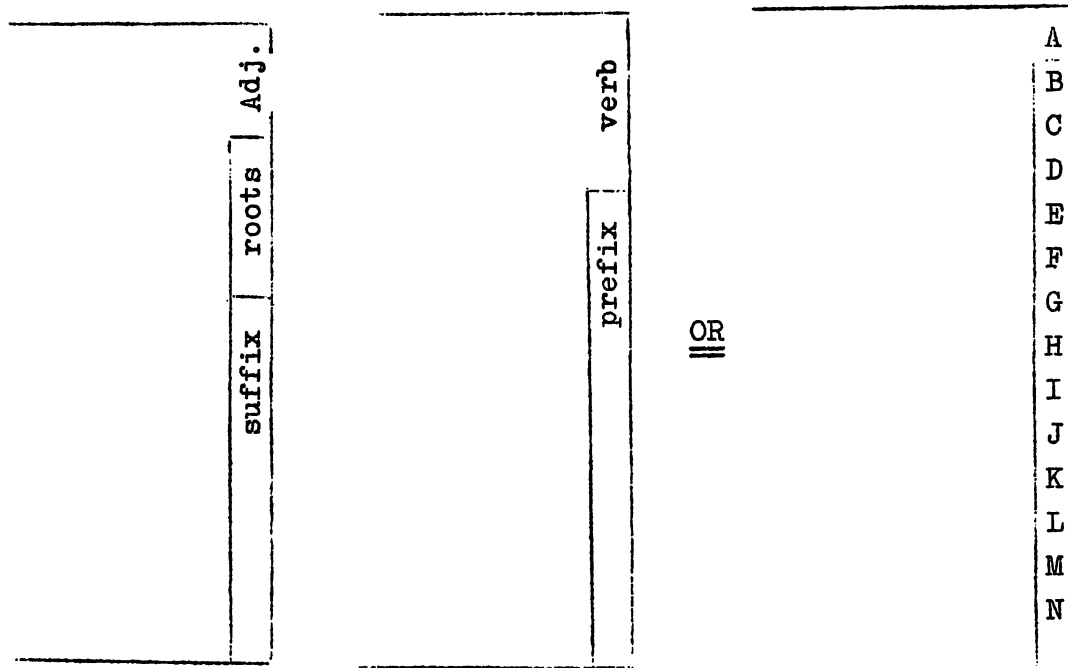
b) Charts based on your guesses at the different phrase types with initial attention paid to their distribution in clause level slots. Headings on such charts based on problem 116 would look much like the headings on the phrase file slips illustrated on p. 2 above. Charts are modified and/or expanded as data requires.

c) Charts based on your guesses at the different clause types with initial attention paid to obligatory presence or absence of certain grammatical slots -- and to the types of fillers in the obligatory slots. Beginning headings on such charts based on problem 116 would look much like the headings on the clause file slips illustrated on the top of this page. Charts are modified and/or expanded as data requires.

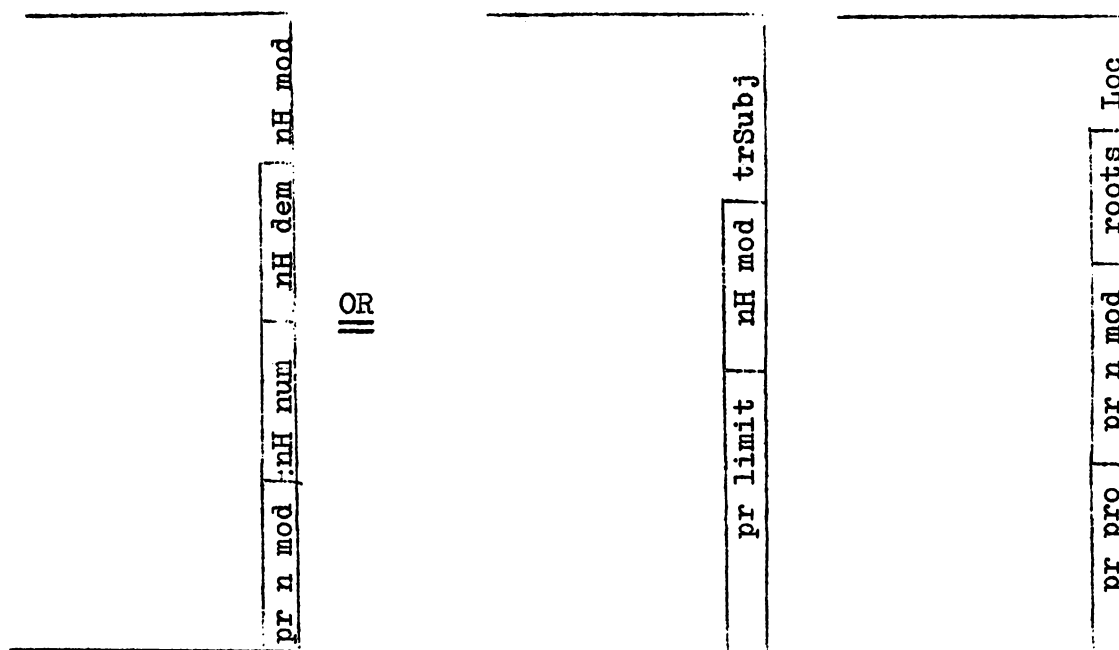
48.

3. A notebook type arrangement of data would include:

a) The lexicon dictionary material arranged in one section of the notebook -- either alphabetically -- or by word classes. Tabs for this section of the notebook might include:



b) Phrase material arranged in one section of the notebook -- either by fillers of the Head slot -- or by their occurrence in the clause level slot. Tabs for this section of the notebook might include:



c) Clause material arranged in one section of the notebook. Tabs for this section might include:

L	S	P	M	a	L	S	P	S	P	M	a	S	P	i	C	L
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---